Creating a Receivable

Creating a Receivable in New AFIS is generally used to record revenue earned in advance of the cash being received. The Receivable document can optionally be used to print an Invoice for mailing to a Customer so that the bill can be paid. For the purposes of this Quick Reference Guide we will assume that the user is trying to process a Receivable to recognize revenue as this is the most common business scenario.

Procedure

A.   Log into AFIS

B.   **Navigate** to the Document.

1.   In the Jump to field, enter *RE*.
2.   Click **Go** or Enter.

C.   Create new auto numbered RE document.

3.   Click **Create**.
4.   In the **Dept**. field, enter *your department code*.
5.   Click **Auto** Number checkbox or enter a unique ID. Please note that the Document ID will become the invoice number.
6.   Click **Create**. A new document is generated.

D.   Complete the **Header** component.

1.   Optionally enter a description on the Extended Description tab. This description will appear at the bottom of an invoice, if provided.

E.   Complete the **Vendor** component.

1.   At a minimum, enter the following information:

- Vendor Customer
- Billing Profile – billing profile must be an available Billing Profile for vendor customer as recorded on the Customer Account (CACT) table.

2.   Click **Save.**

- AR Dept (will default)
- AR Unit – If the Billing Profile is not available for ALL Units, then change the Unit to the specific Unit allowed on the Billing Profile.

3. As an optional, **update** the following information on the **Billing/Collection Information** Tab:

- Due Date
- Invoice Print Date

Note: If not changed, these will default to today's date.

F. Complete the **Accounting** component.

1. Click **Insert New Line**.
2. At a minimum, enter the following information on the, **General Information** tab:

- Event Type will default to AR01 (Billed Earned Revenue).

- Line Type will default to A (Principal). Change the line type, if needed.

- Line Description. If the line description is provided, it will become the description for that line on the invoice. If not provided, the line description for the invoice will be the billing rate description, and if this is not provided, the line type.

- Line Amount. Alternatively, the billing rate and quantity can be used to calculate the line amount.

Note: If using Accounting Template or Function to infer other COA fields, enter value and then **Validate** to complete inference.

3. If not using an Accounting Template or Function, at a minimum, enter the following information on the **Fund Accounting** tab or enter the Function on the **Detail Accounting** tab:

- Fund

- Revenue will be used primarily

- Department

- Unit

- Appr Unit

Note: Other chart of account elements may be required by your agency. Enter all of the required elements.

Note: For additional accounting lines repeat step F.

G. **Validate** RE document.

H. **Submit** RE document.

I. The RE document will become Final, after the Department Approver approves the document.

Researching Customer Receivables

The receivable documents update several inquiry tables. One that will be most commonly used is the Customer Account Information. The steps to find the status of your customer and related receivables are shown below.

A. **Navigate** to the Customer Account Information page.

- In the Jump to field, enter *CUSTA*.
- Click **Go** or **Enter**.

B. A search window will appear.

- Enter the applicable **Department** and **Customer** to view the status for the customer.

C. For tracking the workflow status of a receivable, reference the Locating a Document quick reference guide.